The following information will guide you to prepare your stay in France.
COVID-19 information

RULES & RESTRICTIONS IMPOSED BY THE GOVERNMENT

Kedge BS is committed to providing a safe and healthy learning environment for our students. We have put in place a series of measures to ensure that health and hygiene regulations are respected.

All foreign students joining us are authorized to enter France. Depending on where you are coming from, you may be required to present a negative test result before boarding or to be tested upon arrival. For further information about the conditions of entry on the French territory, please refer to the governmental website https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/

Students must respect the national rules. Please note that the French government can make reforms within certain procedures.

More information on the Coronavirus restrictions in France can be found on the Campus France website: https://www.campusfrance.org/en/information-coronavirus-en
https://www.gouvernement.fr/en/coronavirus-

Wash your hands often
When coughing or sneezing, cover your mouth and nose with your arm or use a disposable tissue
Dispose of any tissues you have used
Avoid close contact when greeting others
Maintain at least 2 meters distance between yourself and others
Wear a mask when the 2-meters distance cannot be respected

COVID-19 TESTS

There are several possibilities to get tested in France for Covid 19. In most cases you need to make an appointment in order to get tested. Appointments can be made via the test center/pharmacy website, phone or the Doctolib system. You may need to present your EHIC insurance card or your French health insurance certificate.

The PCR test is used to screen for CoV-2-SARS infection conducted in a laboratory. To locate the nearest screening centres and laboratories follow the link here. The interactive map will show you the closest medical centre according to your location.

The Antigen test can be conducted in pharmacy. The result is faster but less reliable than with the PCR test.

The Serologic test measures the antibody response in an individual. It indicates that a person was infected with the COVID-19 virus in past. Pharmacies can perform the serologic test.

Auto-tests are available in pharmacies since mid-April 2021. The price limit is 6€.
CHECK LIST - SUMMARY

BEFORE YOUR ARRIVAL
- Kedge BS admission & Acceptance letter
- Student Visa for non-EU citizens
- Kedge BS Virtual Campus Registration
- Health Insurance
- Housing services

UPON YOUR ARRIVAL
- Pick up service
- Orientation session
- (Incl. basic information on the city, daily life and Kedge: bank account, transportation, library, etc.)
- OFFI registration and residence permit
- Housing Insurance, EDF, CAF

DURING YOUR STAY
- Kedge BS Student services
- Emergency numbers & useful addresses
- Kedge BS Academic coordinators
- Interact association
- Visa renewal

BEFORE YOUR DEPARTURE
- Housing notice of departure
- Closure of various French accounts

AFTER YOUR DEPARTURE
- Transcript of records
BEFORE YOUR ARRIVAL

Before leaving your home country and your family, you must complete several formalities. Some are related to the Kedge Business School student registration, others to your daily life in France. Check Campus France advice on how to prepare your stay in France: Campus France arrival sheets.

KEDGE BS CAMPUS VIRTUEL REGISTRATION

After you have been accepted at Kedge BS, the registration office will send you an email, which will enable you to log into KEDGE intranet: “Campus Virtuel”-https://campusvirtuel.kedgebs.com - and create a private account. Once you are logged into your Virtual Campus, fill in the required fields according to the integration procedure closely explained in the email.

More information on:
https://welcome.kedge.edu/welcome-international-student/marseille-campus/exchange-students-simple-exchange-and-double-degree-students/my-registration-procedure

COURSE REGISTRATION

After the completion of your Virtual Campus file, you will be sent an email indicating the procedure to select your courses online. This depends on the programme in which you will study at KEDGE BS. It can only be done once your “Campus Virtuel” registration is completed. All instructions will be given via email.

Credits earned at Kedge BS are the ECTS (European Credit Transfer System). 60 ECTS credits represent the workload of a year of study (30 credits per semester). Credits are awarded when the course and all required examinations have been successfully completed. Most of our courses are worth 5ECTS. Each course is composed of 10 lectures, which corresponds to 30 contact hours & 70 hours of personal homework. Grading is out of 20 points, passing grade being 10/20.

Programme information:
https://student.kedge.edu/exchange-programmes/academic-information/marseille-academic-information

Course registration information and syllabus:
https://welcome.kedge.edu/welcome-international-student/marseille-campus/exchange-students-simple-exchange-and-double-degree-students/my-registration-procedure

LEARNING AGREEMENT

Most of Erasmus+ students are required by their home institution (not by KEDGE BS) to have their Learning agreement signed before their departure. You can send your learning agreement for signature to incoming@kedgebs.com or directly to your Kedge BS academic coordinator (see during your stay section for further details).

SPECIAL NEEDS FOR INTERNATIONAL STUDENTS

KEDGE Business School has established a service in line with our values of equality for all to support students with special needs during their time with us. If you chose to provide us with details about your disability or special needs, we will work with you to identify the types of support you need.

The whole campus is accessible with a wheelchair. Moreover, the examination office can organize examination arrangements such as separate rooms, additional time or working on a laptop as opposed to hand written exam.

For all your questions, please contact: handikapmarseille@kedgebs.com

ACCEPTANCE LETTER

Your acceptance letter will be available only after you have finished your exchange application form and have been accepted.

The acceptance letters will be sent automatically ONLY to students who are non-European citizens for the purpose of visa. If you are an EU national, you can request your acceptance letter via email: incoming@kedgebs.com

Your acceptance letter will include an "end date". This is a hypothetical date and refers to the last possible date to sit an exam. Erasmus students must communicate their real departure date to their home university International Office. Only the real departure date will be included in the Certificate of departure. This adjustment may affect your Erasmus grant, so you must check the policy of your home University regarding your last date in your Certificate of departure.

KEDGE INTERNATIONAL FACEBOOK GROUP

We offer the opportunity to join the international student group to all our enrolled international students via our Facebook Group. You will be able to find important information and get in touch with your future classmates as well as other international students attending KEDGE BS.

This group is private and we only accept Kedge students. You can ask to join here: FACEBOOK
We advise all students who need a VISA to make an early contact with Campus France [www.campusfrance.org/en] or the French consulate [https://france-visas.gouv.fr/en_US/web/france-visas] in the home country. Check the list of documents to be submitted and note whether these documents need to be translated or certified. Submit only one file and make sure it is complete in every way.

**EUROPEAN STUDENTS**
No VISA required

**NON EUROPEAN STUDENTS**

**Extended-stay visa (more than 90 days)**

Students from the following countries apply for a French student visa at Campus France:
Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Congo Brazzaville, Ivory Coast, Djibouti, Egypt, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Mauritania, Morocco, Mexico, Peru, Republic of the Democratic Congo, Russia, Senegal, Singapore, Taiwan, Togo, Tunisia, Turkey, Vietnam

Students have to create an account on Campus France website and will receive an access code to keep carefully for their visa process and follow up. Neither Campus France nor any other organisation, individual or entity will have any role in the visa-granting process, which is the sole responsibility of the French consular service.

Students from other countries have to contact the closest French Consulate or Embassy: https://france-visas.gouv.fr/en_US/web/france-visas]

**Short-stay visas (less than 90 days)**

In case your stay in France does not exceed 90 days, there is no need to apply for a residence permit with a short-stay visa. Also, note that the temporary visa cannot be renewed and cannot be transformed into a long stay visa while in France.

More information about visas / [https://welcome.kedge.edu/welcome-international-student/marseille-campus/exchange-students-simple-exchange-and-double-degree-students/administrative-formalities]

**SOME EXCEPTIONS**
- Students from Quebec holding form SE-401-Q-106
- Students holding a European Health Insurance card
- Students being more than 28 or studying less than 3 months

**GUARENTEEES**
In the event of sickness, the French Health Security [“Sécurité Sociale Française” - http://www.ameli.fr] refunds a certain percentage or the expenditure based on set charges called "tarifs de base (TB)" or "tarifs conventionnés (TC)". The standard coverage is sufficient for a very basic visit at the general practitioner but might not be sufficient to cover higher expenses such as hospitalization, change of glasses, dental / eye surgeries, etc... We therefore highly recommend students to subscribe for a complementary health coverage (Complémentaire Santé) in order to benefit from a better coverage.

There are several French health insurance companies, please consult the following websites to get familiar with their services.

**STUDCORP**
It is a French platform which accompanies students from all over the world. They may help you to acquire among others your housing insurance or your complementary Health insurance. Please check their website for more detailed information:
https://www.studcorp.com/incoming-kedge/
KEDGE Business School welcomes many international students each semester, and is happy to help them getting accommodation. Housing in Marseille is difficult to find, so we strongly recommend students to book accommodation before arrival.

A couple of months before your arrival, our housing service department will send you an email with all the information concerning housing available.

For individual questions related to housing, you can contact our housing advisor via email logementmarseille@kedgebs.com.

More information on [https://welcome.kedge.edu/welcome-international-student/Marseille-campus/degree-seeking-students/accommodation-Marseille](https://welcome.kedge.edu/welcome-international-student/Marseille-campus/degree-seeking-students/accommodation-Marseille)

On-Campus Housing

KEDGE Business School offers rooms mainly in the residence Estudines Luminy.

Once the room reservation is confirmed by an email from the residence’s manager, students will be able to enter their room during office hours only: Monday to Friday, from 2 pm to 5 pm (except January 1st).

The Estudines Residence

This residence is located into the heart of the Luminy campus that is just outside the school premises. Les Estudines residence (2 buildings), has single rooms and studios for 2 persons, fully equipped with a kitchenette with a sink, hotplate, microwave, and refrigerator, as well as a bathroom and toilet. The monthly rent varies depending on the type of the apartment from 500 to 700€.

Off-Campus Housing

Students may decide to live off-campus. KEDGE Business School offers international students the possibility to find an apartment through KEDGE Immo (student association). Please check their Facebook group to consult the off-campus offers: KEDGE IMMI MARSEILLE

High standard residences

Private residences are managed by private societies and provide fully furnished and equipped flat with many facilities.

The price generally depends on the length of your stay between 500€ and 750€/ month for a studio and between 600 and 1 200€/ month for a double flat (one bedroom with 2 single beds or one bedroom and a sleeping in the living room; there are no 2 bedrooms).

You will be asked in order to book your flat, to pay the first three months of rent + the deposit (which usually corresponds to 1 month rent) before your arrival. Indeed, as you do not have a French guarantor, this is a way to assure the residence that the rent will be paid.

We advise you to book in advance, especially for short stays, as they are frequently requested.

HOUSING SERVICE [1]

You can find housing via our partner Studapart: an online platform which helps you in your housing research from the housing application process to the booking. [https://kedge.studapart.com/en/](https://kedge.studapart.com/en/)

Create an account by using your kedgebs.com email address and then log in.

You will find on this platform housing offers dedicated to international students from:
- Private landlords
- Real estate agencies
- High standard residences in France

A multilingual support team will help you 6 days a week to help you to find and book accommodation.

This platform will also allow you:
- To generate as soon as you have booked (and paid) your accommodation, a housing certificate for your Visa process
- To subscribe to a housing insurance (compulsory when you rent a flat in France) and to provide a housing insurance certificate (required document to check in) upon your arrival

For any question regarding the platform: connexion issues, offers, payments etc., please [booking@studapart.com](mailto:booking@studapart.com) +33 (0) 1 80 92 64 01 (free call from abroad)
Private market

Another possibility is to rent a room or a shared flat on the private market (flats run by landlords).

The prices can be very different as it depends on the location of the flat, its size, if it is furnished or not and if all or part of the charges are included (household rubbish collection tax, water, electricity, heater, internet, etc.).

Rents generally do not include electricity, water and internet access and range from 450-700€/month for an individual flat and 300-700€/month per person for a shared flat (2 people or more).

If you are asked to pay management fees around 200€, be careful because it may be a fraudulent ad as the estate agency will offer you a list of flats which, most of the time, are no longer available.

ATTENTION: Always check if the advertisement is not a scam. You can contact our housing service should you have any doubts.

French guarantor

Most of the landlords/estate agencies only agree to rent their accommodation if you can provide a French guarantor. In that case, they may require many documents in order to rent you an apartment. This is to assure them that you can afford to pay the rent. As you are a student and do not have a regular income, your parents are your guarantors.

As your guarantors, if you want to find housing, they will need to provide you:

- 3 last payslips or an evidence of their income tax (you will add the translation of the salary/income tax amount in euros) His salary must represent 3 times the amount of the rent.
- A proof of their address (electricity, gas bill...)
- A copy of their passports and yours
- Their bank account details

**VISALE GUARANTEE**

Visale is a service which helps students settle in their accommodation by providing a free guarantee to your landlord. It is open to foreign students who are part of the EU and to holders of a Long Stay Visa (Visa Long Séjour, mention « étudiant » / VLS-TS). You must apply for it BEFORE signing or renewing your lease.

You can apply to Visale for free on their website: [www.visale.fr](http://www.visale.fr)
Culture shock

Culture shock is defined as, “the mental shock of adjusting to a new country and a new culture, which may be dramatically different from your own”. It is also said that it is a normal stage in the acculturation process that all newcomers go through. Being in a strange place and losing the power to communicate can disrupt a person’s worldview, self-identity, and systems of thinking, acting and feeling. France has many cultural differences from your home country. Some of these differences can become so overwhelming that you will want to leave France forever (culture shock). Learning how to deal with these differences and understand the French reasoning is the key to coping with culture shock.

Preparation is the key.

Adjusting to life in new country can be challenging but also rewarding. One good way to cope is to prepare so you know what to expect. Culture shock can hit you in many different ways. You might experience culture shock all at once or feel it at different times. Patience and humour are helping to acclimate oneself to the different environment. By accepting the differences and acknowledging them, it is easier to get some perspective for both the good and bad moment during this international experience.

BE PREPARED FOR A CULTURAL TRANSITION!

Arriving in France
You are about to come and live in France and you should know that arriving in a country with different culture, climate, traditions and language can become an unsettling experience. Indeed, whereas they are small or big differences between the French culture and your home country’s culture, your state of mind can evolve.

Consult some interesting web sites about our Region and city

[Marseille Tourist Office]
→ https://uk.france.fr/en/provence

Information about studying and living in France
→ http://www.campusfrance.org/en
→ http://www.diplomatie.gouv.fr/en
→ https://uk.france.fr/en
[The official French Tourist Office]

TIPS TO BETTER ADAPT TO THE FRENCH CULTURE

1. Learn to speak French
This is one of the best ways to settle in among locals.

2. Be patient
Administration is rather complicated and takes time. Be prepared!

3. Be attentive
Adapt to the French schedule: meal time, shops opening days and hours, party time.

4. Learn to enjoy your meal
There is no need to hurry. Most French people eat with no hurry.

5. Be open minded
Sometimes you will have to get out of your comfort zone, it does not mean you cannot enjoy the experience.

https://student.kedge.edu/student-services/prepare-my-studies-abroad/practical-information
UPON YOUR ARRIVAL

HOW TO GET TO KEDGE MARSEILLE CAMPUS

The KEDGE Marseille campus is divided between two sites: the Luminy and Vaufrèges campuses, nestled on the edge of the Calanques National Park, and the Joliette campus located in the heart of the city. Most of courses are taught the Luminy campus.

https://student.kedge.edu/about-kedge/campuses/marseille-campus

From the train station
The best way to get to KEDGE from the train station is to take the subway “Metro” (the entrances are near the taxi stand or inside the train station itself). Students have to take Line 2 (direction Sainte Marguerite-Dromel) and get off at the “Rond-Point-du-Prado” station, then take the boulevard Michelet exit (the one to the left) and cross the road to reach the bus stop for bus #21 or #921 (JETBUS) to Luminy, both leading directly to KEDGE Business School (stop: Luminy ESCAE).

Another option is to take metro line 2 to Dromel station, and then take the bus #24S to stop Luminy ESCAE. Bus line #24S arrives directly to the entry-gate of the school. Bus #21 will take you to the last stop and you will have to walk 5 minutes to reach the school up a rocky path.

From the airport
You will be landing to Marignane city at the Marseille-Provence Airport. This is the closest airport to travel to Marseille. This airport is located outside Marseille, at 30-45 minutes by car from Marseille’s town centre.

Taking a taxi is not advisable, the fare from the airport being between 70-80€ approx. The easiest way to get to town (to the Saint-Charles train station) is to take the airport shuttle.

It leaves every 20 minutes from 4:50 am to 00:10am and costs approx. 8,30€ one way and takes 25 minutes. Follow the instructions below to get to KEDGE Business School from train station.

RTM PUBLIC TRANSPORTATION SYSTEM

Public transport consists of fleet of buses, two metro lines and three tram lines. Bus and metro routes are well connected with the main train station Gare Marseille Saint Charles.

A "solo" ticket (one way) costs 2.00€ if purchased in all buses, and 1.80€ if purchased at subways.

There are also different types of cards: weekly, monthly, annual card (depending on your age & needs). Weekly unlimited passes can be purchased for 13,70€ or monthly unlimited passes for 36,70€ (for students under the age of 26).

Kedge BS organizes a mandatory orientation session for its newly arrived Incoming students at the beginning of each semester. During this session, you will be provided with general and academic information.

You can as well participate in workshops related to different administrative formalities (residence permit, opening a bank account, health insurance...), as well as cultural events to meet other students and start making friends.
**Housing benefit from the CAF**

The French Caisse d'Allocations Familiales (C.A.F) grants a monthly amount to help to pay rent to students staying in the same place more than 5 months (if your stay is shorter you will not be eligible). The housing benefit is subject to income conditions and depends on the size of the flat, the amount of the rent, if you are living alone or in a shared apartment, etc. You will be able to have an idea of how much you can get (once you have found your housing) by doing a simulation on their website.

Note that the first and the last month are never paid.

**Non-E.U. students** may receive - or not - this housing benefit depending on the type of visa they are holding. Please note that if on your visa it is written “Dispense temporaire de carte de séjour”, you are not eligible for this grant.

When you are in France and as soon as you have your definitive housing address, you should apply on-line on www.caf.fr. Once you are registered, you will have to send your file and the requested documents to the CAF either by post or by going to one of their offices.

Once your application is accepted, the amount will be transferred to your bank account in France, so you have to pay the full amount of rent to your lessor or the grant will be paid to your lessor’s bank account and you will have to pay the remaining amount to your lessor.

Caf Marseille Sud
1 Avenue Desautel,
13009 Marseille

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**Electricity**

In France the electricity account is attached to a person occupying the housing. Each new lessor needs to open an account with EDF (the original French electricity company) or any other company on the market. The electricity number is needed and it should be provided by your landlord.

The same may be done for gas. However the water bill is usually sent to the landlord directly, therefore you do not need to open a water account.

EDF website:
https://particulier.edf.fr/en/home.html

GAS website:
https://particuliers.engie.fr/en.html

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**French residence tax**

In France when you are occupying an apartment on January 1st (no matter when you entered or when you will leave), you have to pay the French residence tax which is usually equal to one month rent. As the tax document is sent in autumn (around October), and if you already left Marseille, you will have to give your new address to your lessor in order to receive this document in your new apartment even if you are not living in France anymore.

The tenant, not the lessor, must pay the French residence tax.

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**Housing Insurance [mandatory]**

Upon arrival, all students are legally required to buy an insurance for their room/apartment (against flooding, fire or natural disaster as well as theft). Note: CROUS residences are not concerned.

This document is necessary to check-in at most residences and landlords the first day.

- The Interact association can help you getting housing insurance by opening a bank account.
  interact@kedgebs.com
- Banks may offer this kind of insurance when opening a bank account.
  Please contact your bank in France for further information about the cost and guarantees.
- Estate agencies offer home insurance but to be eligible you have to rent an apartment owned by the agency you have chosen (ex: if your flat is managed by "Nexity" (estate agency) they will offer you a home insurance)
VISA FORMALITIES UPON ARRIVAL

Depending on the type of Visa, international students may have to finalise the validation of their VISA with additional steps after your arrival. There are three main types of visa:

**Schengen Visa**
No actions required upon arrival

**Extended-stay student visa (visa Long Séjour" VLS/TS) / Residence Permit**

There are two possibilities:

1. **Temporary exemption from residence permit** ("Dispense temporaire de carte de séjour")
   No actions required upon arrival

2. **Carte de séjour à solliciter** ("Carte de séjour à solliciter dans les deux mois suivant l’arrivée")
   Residence permit application with the Prefecture within 2 months of your arrival

**CESEDA R311-3 6* Students**

Students will have to register online with the OFII to validate their VISA.

For more information we organize workshops on the visa formalities during our welcome orientation session.

**RESIDENCE PERMIT APPLICATION**

International students holding an "Extended-stay student visa" (visa Long Séjour" VLS/TS), with the following statement on their visa: “Carte de séjour à solliciter dans les deux mois suivant l’arrivée” must apply for a residence permit through the French administration.

1. Contact the Préfecture and drop the residence permit application within 2 months after your arrival.

2. Get the “récépissé”. You will receive a first letter of appointment with the Préfecture. It serves as residence permit until the reception of a letter stating that the official document is ready to be picked up (within 4 weeks after the appointment).

3. Receive the Letter of appointment at the Préfecture to collect your residence permit (only if the file is complete). Otherwise the letter will indicate other documents to be submitted to complete the file.

Here is a list of documents you might need to bring (depending on each case):

- Passport
- Passport-size photos,
- School registration certificate,
- Housing certificate,
- Financial resources certificate,
- etc.

**Préfecture contact information**

2 Boulevard Paul Peytral, 13006 Marseille

**OFII REGISTRATION PROCESS**

International students holding an "Extended-stay student visa” (visa Long Séjour" VLS/TS) that is valid for 6 to 12 months, with the following statement on their visa: “CESEDA R311-3 6” must register with the OFII Immigration Office [Office Français de l'Immigration et de l'Intégration]. KEDGE BS will provide help to the students in this process.

When you arrive in France, you have to validate the VISA: [https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/](https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/)

Make sure to buy the tax stamp in the last step of the procedure, it is compulsory to submit your visa request to the OFII online service.

The visa itself the visa confirmation act as to the titre de séjour.
**OPENING A BANK ACCOUNT**

Having a French bank account may be necessary in order to pay for your rent, receive the CAF financial aid, get refunded for medical expenses with the French Social Security, pay for your electricity or gas, etc...

Opening a bank account is free of charge. However, you can be charged for some services. Students may receive a check book and/or a credit card after the opening of the account (upon request). Check books are usually free of charge.

International students can ask for assistance from the Interact association who can help them to open a bank account.

Documents usually required in order to open a bank account:
- Copy of passport & visa (for students from the EEC, a copy of Identity Card)
- Proof of accommodation in Marseille
- RIB: statement of French Banking Identity.
- IBAN: statement of International Banking Identity

**BANKS CLOSE TO SCHOOL**

**BNP Paribas**
475, avenue du Prado
13008 Marseille
☎️ 08 20 82 00 01

**SOCIETE GENERALE**
305 avenue du Prado
13008 Marseille
☎️ +33(0)491 29 57 00

**LCL**
314 avenue du Prado
13008 Marseille
☎️ +33(0)491 29 01 14

**Phone & Internet**

In France there are many companies offering both mobile phone and internet services. Students can choose the company suits them the best with their offer and price.

Contract can be signed with an engagement or without. Beware if students sign for a minimum period and wish to cancel before its end, they will be charged extra fees.

Documents usually required in order to open an account:
- A piece of ID: such as a passport or visa
- Proof of residence (justificatif de domicile): electricity or gas bills, etc.
- Banking information (RIB)

The main companies are: SFR, Orange, Free, Sosh, Bouygues Telecom.

**Estimated Living expenses**

The living expenses are depending on the student lifestyle. Housing Living costs vary according to the type of accommodation, the number of people living in the accommodation and the location.

<table>
<thead>
<tr>
<th>Monthly Fees</th>
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| Housing + Mandatory insurance         | 380€ to 700€  
+Offers starting from 8-10€/month. |
| Phone & Internet                      | 15€ to 50€   |
| Food                                  | 200€         |
| Public Transportation                 | 25€          |
|                                       | www.rtm.fr   |
| Miscellaneous                         | 100€         |

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<thead>
<tr>
<th>Other Costs</th>
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<tbody>
<tr>
<td>Doctor’s appointment</td>
<td>25€ (General Practitioners)</td>
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<table>
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<th>One-time fees upon arrival</th>
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<tbody>
<tr>
<td>OFII registration for the students holding CESEDA R311-3</td>
<td>Approx. 60€</td>
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</table>
ON CAMPUS

Student office
In case you have any questions, you may directly ask the Student office, which is located on the ground floor and is open from Monday to Friday.

IT Support
The IT Support team is available from Monday to Friday from 8:15am to 5pm opposite of the Student Services front desk (level 0, next to the School reception).

Wellness Center
The Wellness staff members listen to you, in the strictest confidence, support you and accompany you if you experience any difficulties (personal, family, health, financial integration issues...).

Le Hub (Library)
The Kedge Library is open from Monday to Saturday and offers large selection of books and e-document database.
LeHub@kedgebs.com
http://leHub.kedgebs.com

“Campus Virtuel”
Students can consult online their class schedule, their marks, via their Virtual Campus network
www.campusvirtuel.kedgebs

The Gym
A gym room with 15 machines as well as a personal coach are accessible to students close to the cafeteria upon subscription.

Cafeteria
The self-service cafeteria is located on level zero and it is open from 11:45am to 1:45pm. Our snack bar is open from 7:30am to -6pm.
VENDING MACHINES (Drinks, sandwiches, etc...) are available throughout the school premises.

STUDENTS ASSOCIATIONS & THE “INTERACT” SERVICES

An active extra-curricular calendar is one of the hallmarks of KEDGE Business School. Students participate in the daily life of the school, develop projects and become involved in activities such as marketing, the Stock Exchange, international activities, sports, and student offices and functions.

INTERACT...
... is the association in charge of welcoming and integrating the international students who come to study at KEDGE BS Marseille. We help them in their housing search, and, once arrived, in their administrative processes. Throughout the year, we organize events for both French and international students, in order to create an international community within the school.

More information on/
http://www.interactkedge.com/index.php/fr/

@interact.kedge
BEFORE YOUR DEPARTURE

HOUSING & ADMINISTRATIVE STEPS

In order to properly leave your housing, you must undertake several administrative steps:

NOTICE OF DEPARTURE

→ Inform the housing department at KEDGE Business School and your landlord of your departure date. Send/ give your letter of notice of departure 1 month before your departure date to your landlord/ residence.

→ If you rent an apartment, the rental agreement is for 9 months or 1 year (for furnished flats) or 3 years (for unfurnished flats) but can be dismissed by a registered letter (“lettre en recommandé avec accusé de réception”) 1 month prior to your departure.

→ Organize an appointment with your landlord/residence for your inventory of fixtures.

→ Deposit: note that all the lessors have a legal delay of 2 months to refund it to you.

FRENCH ACCOUNTS

→ Close your various accounts: electricity account, gas account, housing insurance, CAF (we advise you to close your bank account a few months after your departure.

ACADEMIC PROCEDURE

→ Fill out the professor’s evaluation surveys on Campus Virtuel as required, in order to find out your grades after your departure.

→ Update your personal information indicating the new address to use for sending mails.

→ Certificate of departure / stay

Exchange and double degree students: check with your home university if any certificate needs to be signed by KEDGE BS before your departure.

AFTER YOUR DEPARTURE

TRANSCRIPTS OF RECORDS

→ Exchange and double degree students: the transcripts of your grades (2 official copies) will be automatically sent to your home institution (around February/March for students who studied during the Fall semester and around Mid-July for students who studied during the Spring semester).

→ You can also find your grades on www.campusvirtuel.net under the section “My Marks” a few weeks after the end of your final exams, as long as you fill in your professor evaluation surveys (confidential) in due time.

LAST ADMINISTRATIVE STEPS

→ Close your bank account

→ ERASMUS students, do not forget to complete the last steps for your Erasmus scholarship
Gesture of doctors

HOSPITALS

TIMONE HOSPITAL
264 Rue Saint-Pierre
13385 Marseille Cedex 5
Tel: 04 91 38 00 00
Bus: 14-40-54-72-91
Metro 1: Station Timone

ST JOSEPH HOSPITAL
26 Boulevard de Louvain
13285 Marseille Cedex 08
Tel: 04 91 80 65 00
Bus: 19 - 21 – 72 - 73
Métro ligne 2: Station Périer

EMERGENCY NUMBERS

Firefighter 18
Emergency medical service 15
Police 17
European emergency 112
Safety Kedge 08 05 04 44 44

The full list of doctors is available at the student office.

LIST OF DOCTORS

GENERAL PRACTITIONERS

BETWEEN KEDGE AND THE ROND-POINT DU PRADO
Dr Aimé AMAR
Hôpital Privé Clairval,
317 Boulevard du Redon, 13009, Marseille
Tel: 04 91 79 62 45

AROUND CASTELLANE
Dr Jacques SARAGA
5 Boulevard Baille, 13006 Marseille
Tel: 04 91 42 40 07

AROUND JOLIETTE/ VIEUX PORT
Dr Élise GOUHIER
Centre médical mutualiste,
38 Rue Jean Trinquet, 13002 Marseille
Tel: 04 88 44 56 56

DENTISTS

BETWEEN KEDGE AND THE ROND-POINT DU PRADO
Dr Pauline GOMBERT
27 Boulevard de la Concorde,
13009 Marseille
Tel: 04 91 40 35 71

AROUND CASTELLANE
Dr Gérard DUBOIS
39 Rue Vacon, 13001 Marseille
Tel: 04 91 33 63 27

AROUND JOLIETTE/ VIEUX PORT
Dr Yaelle CHICHA
43 Avenue Robert Schuman,
13002 Marseille
Tel: 04 91 91 26 11

OPHTALMOLOGISTS

BETWEEN KEDGE AND THE ROND-POINT DU PRADO
Point Vision Marseille
25 Rue Negresko, 13008 Marseille
Tel: 04 84 25 40 80

AROUND CASTELLANE
Dr Julien COMBES
57 Rue Paradis, 13006 Marseille
Tel: 04 91 54 36 22

AROUND JOLIETTE/ VIEUX PORT
Dr Ghislain PITAULT
14 Rue Beauvau, 13001 Marseille
Tel: 04 91 33 14 45

GYNAECOLOGISTS

BETWEEN KEDGE AND THE ROND-POINT DU PRADO
Dr Fabien PAOLINO
Hôpital Privé Clairval,
317 Boulevard du Redon, 13009, Marseille
Tel: 04 91 79 62 45

AROUND CASTELLANE
Dr Julia MARUANI
6 Rue Docteur Albert Schweitzer,
13006 Marseille
Tel: 04 91 78 22 77
ANY QUESTIONS?
CONTACT
THE INTERNATIONAL STUDENT OFFICE

incoming@kedgebs.com